

Confirmation of StudentAid BC Distance Education Eligibility (CODEE)

Purpose

CODEE criteria is intended to enable non-traditional programs to be compared with traditional forms of delivery in terms of both content and length of study, to ensure the full-time requirement is met. Students enrolled at institutions outside B.C. in academic programs delivered via online or blended learning, must complete a minimum of 60 per cent of a full course load to qualify for StudentAid BC funding as outlined in their current contract with the institution. Institutions may contact StudentAid BC for further clarification.

Introduction

The CODEE form is required for all students enrolled in studies at institutions outside of B.C. that are delivered through online, blended learning, or other non-traditional delivery methods. If a program has not been reviewed for online or blended learning for the current program year, the student will receive a CODEE request letter posted to their dashboard. The CODEE form must be submitted to StudentAid BC by the institution, with the required documentation.

Supporting documentation

Program outline. Documentation may include a link to your website confirming the program information. This must indicate:

- The program is offered full-time on site
- A similar program is offered full-time on site
- Credits to graduate
- Credential
- Length of program

Submit supporting documents with CODEE form as one PDF file.

Who completes the CODEE form?

The CODEE form must be completed by a financial aid officer or registrar who has signing authority on behalf of the institution for student financial assistance purposes.

Helpful tips

- Incomplete CODEE forms, or missing documentation will delay processing of the student application.
- Ensure all information is provided before you submit your CODEE by email to designat@gov.bc.ca.
- Ensure your institution stamp or seal is used.

Ministry of Post-Secondary
Education and Future Skills

StudentAid BC

Email: designat@gov.bc.ca

Telephone:
1-800-561-1818
(Toll Free in Canada / U.S.)

+1-778-309-4621
(outside North America)

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Instructions

Institution Information:

A 4-digit Institution Code is assigned to an institution the first time the institution is designated in Canada. If your institution is submitting this CODEE as part of a designation application and this is your first application in Canada, please leave the Institution Code field blank.

Student Information:

If you are completing this CODEE as part of a designation application, you are **NOT** required to complete the student section of this form.

Program Eligibility:

- Choose option 1 if the program is offered full-time onsite.
- Choose option 2 if a program is offered full-time onsite with a similar credential in the same timeframe and the same number of credits required to graduate.
- Choose option 3 if the program is listed in the British Columbia or Alberta Transfer guide as a sending institution or another articulation agreement with another StudentAid BC designated institution for block transfer.
- Choose option 4 if the program does not meet the criteria stated above.

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Official stamp/seal of school	School's Official's contact information	
	Name of school official: _____	
	Email: _____	
	Telephone: _____	
Signature of school official		Date Signed (YYYY-MM-DD)
Signature (IPDT approval)		Date Signed (YYYY-MM-DD)